

NO-FEE PASSPORT REQUIREMENTS

Military	Civilian	Dependent	Children <16	Required Documentation
				INITIAL ISSUE
				DS-11 Passport Application. Must be completed online.
				Proof of Citizenship - Original Birth Certificate or Copy of Passport.
				RENEWAL
				DS-82 Passport Renewal Application. Must be completed online.
				Expired or nearly expired NO FEE passport.
				LOST or MISSING
				DS-11 Passport Application. Must be completed online.
				DS-64 Lost passport report. Must be completed online.
				Original Birth Certificate or copy of tourist passport.
				ALL APPLICANTS
				1 Passport-style photograph (2 x 2) less than 6 months old.
				Applicant's MILITARY ID.
				Sponsor's MILITARY ID.
				DD form 1056 (See instruction sheet, next page).
				Official letter from command (on letterhead) directed to the DEPARTMENT OF STATE, PASSPORT SERVICES Detailing the following; <ul style="list-style-type: none"> • Command justification for the issuance of an Official Passport. • Specific COUNTRIES to be visited that require the No Fee. • Expected length of travel.
				Copy of travel orders requiring the no fee passport.
				If expediting , submit Expedite Memorandum . (Click links for info)
*** PLEASE BRING YOUR TOURIST PASSPORT IF YOU HAVE ONE ***				
				Evidence of name change, I.E. Marriage Certificate, Divorce Decree (if applicable)

DO NOT SIGN any applications until directed by the PASSPORT AGENT.

ALL APPLICANTS are required to be present.

Applicants 16 years and younger require the presence of BOTH parents, if either parent can not be present then an ORIGINAL completed/notarized [DS-3053](#) must be submitted with application. The original DS-3053 should be accompanied by a copy of the absent parent's identification. DS-11 always requires an ORIGINAL Birth Certificate.

A GENERAL POWER OF ATTORNEY IS NOT SUFFICIENT.

Question? Concerns? Please contact:
OFFICIAL PASSPORTS

Rota_Official_Passports@eu.navy.mil

Transportation/Passports, PSD

COMM: 956-82-3014 / DSN: 727-3014

Hours; Monday – Friday 0800 – 1500; closed US holidays

FOR APPLICATIONS AND OTHER TRAVEL ISSUES: WWW.TRAVEL.STATE.GOV

INSTRUCTIONS FOR COMPLETING THE DD FORM 1056 <small>(link)</small> (AUTHORIZATION TO APPLY FOR A "NO FEE" PASSPORT AND/OR REQUEST FOR VISA)													
BLOCK	DESCRIPTION												
1	Enter the date the passport or visa is required: for passports enter 10 days before the travel date; for visas enter 20 days before the travel date; for passport and visa 30 days before the travel date.												
2	Enter the sponsoring service: USN, USMC, USA, USAF USCG or DODDS.												
3	Enter the applicant's FULL Last, First, and Middle names ; do not use only initial or NMN if the member does not have a middle name, AND , it must match the name on the DS 11 or DS 82 and passport if applicable.												
4	Enter the applicant's DOB in DD MMM YYYY format (i.e., 29 FEB 2004).												
5	Enter the City, State and USA (i.e., SPOKANE, WASHINGTON, USA) if the applicant is born in USA; enter the City and Country of birth (i.e., ROTA, SPAIN) if the applicant is a naturalized U.S. citizen.												
6	Enter "X" in the box if same as the applicant in Block 3; if not, enter the FULL Last, First, and Middle Name of the sponsor.												
7	Enter the sponsor's military rank or civilian grade (i.e., O3/LT or GS-12)												
8	Enter the applicant's or sponsors of family members' FULL SSN (i.e., 123-45-6789)												
9a	Enter the applicant's FPO mailing address in Rota, Spain.												
9b	Enter the applicant's commercial telephone number in Spain.												
9c	Enter the applicant's commercial or DSN work number with country code in Spain.												
10a	Enter "N/A" or the applicant's temporary address if detaching PCS from Spain.												
10b	Enter "N/A" or the name of the person applicant is residing with at the temporary address in 10a if detaching PCS from Spain.												
10c	LEAVE BLANK												
10d	LEAVE BLANK												
11	Enter name of country requiring the no-fee or official passport being applied for (FCG)												
12	Enter " PER FCG "												
13	Rota Naval Station; Receiving Building #55 11520, Rota, Cadiz, Spain POC: Maria I. Torres 488857, 011 34 956 82 3014												
14	Enter the PRD on the current orders to Spain or date to be deployed.												
15	Enter number months to complete the orders entered in block 14.												
16a	Name of Authorizing Official.												
16b	Rank of Authorizing Official.												
16c	Title of Authorizing Official.												
16d	Address of Authorizing Official.												
16e	Phone number of Authorizing Official.												
16f	Signature in BLUE INK of the Authorizing Official; forms not signed in BLUE INK will not be accepted for submission. DO NOT USE felt tip pens.												
16g	Enter the date the form is signed by the Authorizing Official.												
17	<p>◀ List all the forms and original documents submitted with the application. ▶</p> <table border="0"> <tr> <td>DS-11</td> <td>DS-82</td> </tr> <tr> <td>Copy of current tourist passport</td> <td>Included – nearly expired or expired no fee passport</td> </tr> <tr> <td>Original Delaware birth certificate</td> <td>Copy of current passport</td> </tr> <tr> <td>Copy of military ID</td> <td>Copy of military ID</td> </tr> <tr> <td>Command justification letter (military only)</td> <td>Command justification letter (military only)</td> </tr> <tr> <td>Copy of orders (if applicable – Orders are only required for dependents and civilians or when expediting)</td> <td>Copy of orders (if applicable – Orders are only required for dependents and civilians or when expediting)</td> </tr> </table> <p>▶ The last line of the block POC: juan.cordero@eu.navy.mil</p>	DS-11	DS-82	Copy of current tourist passport	Included – nearly expired or expired no fee passport	Original Delaware birth certificate	Copy of current passport	Copy of military ID	Copy of military ID	Command justification letter (military only)	Command justification letter (military only)	Copy of orders (if applicable – Orders are only required for dependents and civilians or when expediting)	Copy of orders (if applicable – Orders are only required for dependents and civilians or when expediting)
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THE REMAINDER OF THE FORM IS FOR THE PASSPORT AGENT'S USE ONLY													

LINKS:

[DoD Passport Matters](https://secureapp2.hqda.pentagon.mil/passportmatters/) <https://secureapp2.hqda.pentagon.mil/passportmatters/>

